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M E M O R A N D U M N O . 31-99

T O: **DISTRICT CONSTRUCTION ENGINEERS**

FROM: **Greg Xanders, State Construction Engineer**

COPIES TO: **Jim Johnson, Charles Goodman, Kenneth Standley, Tom Aldridge, Archie Montgomery, Mavis Georgalis, Nelson Hill, Howard Jemison**

SUBJECT: **INTERIM GUIDELINES FOR CONSTRUCTION DOCUMENT MANAGEMENT SYSTEM (CDMS)**

The Construction Document Management System (CDMS) is currently being implemented in each of the Districts. The Department's Office of Information Systems, Specialized Technology Office has been providing the training and implementation services to the Districts.

This implementation has been going well thusfar but we have not provided you with the proper guidelines or governing procedure related to the use of CDMS. To this end the attached document provides interim instructions on the use of the CDMS until the procedure has been finalized and adopted.

If you have any questions they can be addressed either to Jim Johnson (CN982JJ) or Kenneth Standley (FE968KS) of my staff. Jim can be reached at (850) 414-4144 (SC 994-4144) and Kenneth can be reached at (850) 414-4196 (SC 994-4196).

**GX/jj
Attachments**

Construction Document Management System (CDMS) User Guidelines

1. When do I start using CDMS?

Your use of CDMS is dependent upon two things. The first is the completion of training for key users within the District. The second is the installation of all hardware and software necessary for the CDMS. The training and implementation services are being provided by the DOT Office of Information Systems under the supervision of Mavis Georgalis, Specialized Technology Project Manager (SS942MG). Upon completion of the training and implementation you can immediately start utilizing the CDMS. Since there will be documents entered into your document database during the training exercises you may want to coordinate with Mavis the removal of these prior to you starting CDMS in production.

2. What Projects do I begin with?

This decision has been left to the discretion of the District Construction Engineer. Since the CDMS will replace the need to maintain large paper files that have traditionally been archived and as CDMS becomes the Department's archival records then the following criteria must be followed.

A. New Contracts

For all contracts not underway, all documents should be scanned and maintained electronically. This will be the only archival record that the Department maintains for these contracts. If there are documents handled by the Construction Office prior to the letting and award of the contract and or prior to your starting use of the CDMS, then these will need to be entered into the CDMS to ensure a complete archival record. District 1 has adopted a process that handles these document prior to the assignment of a contract number. A copy of District 1's Implementation Plan is attached for your information.

B. Contracts Underway

Any contract underway, regardless of the percent complete, can be entered into the CDMS under the following options:

Option 1 if CDMS is to be considered the "archival" record, then all documents maintained and generated from the start of the contract file must be scanned

and indexed. See item 3 below for proper handling of paper documents.

- Option 2** **all documents from current day forward can be scanned and indexed. Under this option all paper documents must be kept for archiving at the end of the project as is currently done. In this option, CDMS will not be the "archival" record.**

3. When can I destroy the paper documents?

Under the instructions provided by the Support Services Office (see attached memo from Howard Jemison), the following considerations must be given when destroying the original paper documents. The procedure is that every 6 months the Support Services Office will request permission from the Department of State for authorization to destroy all paper documents which will be electronically stored in the CDMS during the upcoming six-month period. At the end of each six-month period, the Districts will provide the Central Office Records Center a list of all projects that have been electronically stored in the CDMS and the paper copies have already been destroyed. This list will be produced from CDMS by the District Record Management Office.

The destruction of any document can not be done until a quality control check has been made on the scanned image within CDMS to ensure that document can be viewed and if necessary reproduced. Once this quality control check has been performed and the document along with its attributes have been stored and indexed within CDMS, then the original can be destroyed. One exception to this is on those contracts where all documents throughout the life of the project are not going to be scanned, then these originals must be maintained and kept for future archiving as is currently done. Only those documents on contracts where the CDMS will be the full and complete "archival" record can be destroyed once entered into CDMS.

The CDMS allows for optically archiving all of the construction documents for a given contract upon completion of the contract. This archiving is to be done by an authorized person within the District. This person will perform the archival process once the contract has been finalized (passed through Final Estimates) and is now ready for archiving.

4. Are scanned images considered court legal documents?

Yes. The CDMS will serve as the Department's source documents. Duplicates will not be kept in paper form.

5. What to scan and enter into the CDMS?

The simple answer here is whatever you would have entered into the contract file should be entered into CDMS. The number of documents will decrease over time as other offices begin entering things into the Department's document management system. When this occurs documents, such as Plans, contract document, special provisions, etc, which are produced outside of Construction will be entered by those respective offices and will be made available electronically to the construction offices.

6. *Should Contract Document, Plans, Special Provisions ,etc. be scanned?*

The CDMS can certainly handle any of the above document types. Since these types of documents originate from outside Construction and Offices responsible for these have not implemented any document management system you may find it beneficial and helpful to have them scanned as part of your construction file. There is no requirement to have these documents entered into the CDMS.

7. *What about Consultant CEI's?*

Consultant CEI's fall into two categories. The first is those who have direct access to our network. That is they have been given hardwired connections to our network and have full use of our network. The second category is those who use dial-up access to our network and have limited access.

For the first category, these will be treated just as though they were a Resident Office location. The software will be provided by the Department. The Department will install the software and provide training. Scanner and client workstations will be as outlined within the consultant contract.

For the second category, two option exists.

Option 1 **Consultant can purchase an approved document management system that has been tested and interfaced with the Department's CDMS. This interface allows for the exchange of information between the consultant's document management system and the Department's CDMS. The use of this consultant system will be done in accordance with the same procedures used in CDMS.**

Option 2 **Consultant can utilize their own document management system but images and index information will need to be exported from their system in accordance with our requirements so that information may be imported into CDMS. This option would require that the Consultant's imaging and indexing be compatible to CDMS and that exported information be in a format specified by the Department.**

